



AUSTIN
Independent School District

BOND STEERING COMMITTEE

CHARTER

BYLAWS

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF (LOCAL), the Superintendent establishes the Bond Steering Committee (BSC) as an ad hoc committee of the district. The Superintendent shall designate an appropriate staff member to serve as the BSC committee coordinator (see article 6).

Section Two. Limitations. The BSC shall be an ad hoc advisory body of the district, and shall provide guidance to the administration. The BSC shall make recommendations to the Superintendent for consideration. The Superintendent may act on those recommendations and present them to the Board of Trustees for consideration. The BSC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Staff Support and Committee Coordinator. The Chief Financial Officer shall coordinate BSC activities. Other Chief Officers of the District shall provide support on an as-needed basis. The Chief Financial Officer shall ensure that any other staff necessary or appropriate are available to support the work of the BSC. The Chief Financial Officer shall appoint a committee coordinator.

Section Four. Charter. In accordance with district policy BDF (LOCAL) it shall be the responsibility of the administrative supervisor of Intergovernmental Relations, in consultation with appropriate staff, to develop and amend the BSC charter. The BSC shall abide by the charter.

Article II: Charge

Section One. Purpose. The purpose of the BSC is to utilize the district's long-range plans, bond capacity, and other relevant information, to develop and prioritize a potential bond package for the November 8, 2022 election.

Section Two. Responsibility. The BSC recommendations shall be provided to the Superintendent for review. The Superintendent may report the plan, along with any comments and modifications to the Board of Trustees for consideration.

Article III: Meetings

Section One. Regular Meetings. The BSC shall conduct regular public meetings. The committee coordinator working with the co-chairpersons (See Article V) shall determine the regular meeting schedule. The regular meeting schedule shall be placed on the BSC website. The regular meeting schedule may be revised as necessary by the committee coordinator.

Section Two. Open Meetings. Regular and other plenary meetings of the BSC shall be open to the public and conducted in accordance with the district's standard citizen's communications and visitor guidelines.

Section Three. Quorum. For regular and other plenary meetings of the BSC, a quorum shall be the majority of current membership. Regular and other plenary meetings may be held without a quorum for purposes of presentations or discussions; however, no actions or voting may take place without a quorum.

Section Four. Attendance. Member attendance shall be monitored by the committee coordinator, who shall work with members to try to resolve any attendance problems. More than three unexcused absences within a one-year period may result in dismissal by the committee coordinator. Excused absences include, but are not limited to, personal or family illness, emergency situations, jury or military duty, or mandatory employment duty. It shall be the responsibility of members to report excused absences to the committee coordinator who shall record excused absences. In cases of numerous excused absences or long-term absences, the committee coordinator shall consider the factors in each individual case and determine whether continued service on the BSC is practicable.

Section Five. Virtual Attendance. Members may participate in meetings virtually through various means, to the extent they are readily available to the committee coordinator. However, members shall not participate virtually on a recurring basis.

Section Six. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member shall be entitled to one vote per motion. Members in virtual attendance may vote, but proxy voting is not allowed. In accordance with open meetings procedures, any voting must be done openly during meetings, normally by a show of hands or voice vote. Non-open voting methods, such as paper ballots or email, are not allowed.

Section Seven. Agendas. Agendas shall be prepared for all regular meetings and posted at the district administrative headquarters and on the BSC website at least 72 hours in advance of meetings. Agenda items shall be determined by the committee coordinator and co-chairpersons in consultation with the voting committee members.

Section Eight. Minutes. Minutes shall be kept for all regular meetings and other plenary meetings. Minutes may be kept for subcommittees at the direction of the committee coordinator. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the BSC and posted on the BSC website.

Section Nine. Subcommittees. The BSC may form subcommittees from time to time on any matter deemed necessary or appropriate, and may provide specific charges or procedures for those subcommittees. Subcommittee meetings shall be held at the discretion of the subcommittee. The co-chairpersons shall determine whether subcommittee meetings are open to the public. Subcommittees shall report findings and recommendations to the committee for its consideration.

Article IV: Membership

Section One. Membership. Selection. There shall be 17 members. Nine members are appointed by the trustees in a manner consistent with District Policy BDF (LOCAL). Members must reside within the district. Each trustee shall appoint one individual to serve as a member of the BSC. Trustees may consult with the coordinator of district advisory bodies to identify member candidates and to obtain their applications for consideration. The seven elected community co-chairs from the long-range planning

committee shall serve on the BSC. One student member shall be elected to serve on the BSC by their student peers serving on the LPC, (Long-Range planning committee).

Section Two. Conflict of Interest. No individual shall be nominated for or hold a position on the BSC if that individual has a direct pecuniary interest in the recommendations of the BSC and decisions made by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue. Any cases of conflict of interest shall be reported to the General Counsel, who may consult with the Board Officers for possible action, including dismissal.

Section Three. Code of Conduct. The district welcomes freedom of expression and debate. However, BSC members shall conduct themselves, in meetings and at all other times, with courtesy and respect towards fellow members, district parents and students, district staff and trustees, and members of other district advisory committees. In meetings, members must be recognized by the co-chairpersons before speaking, and otherwise respect the order maintained by the co-chairs. Members shall not speak for the BSC, the district, or the Board of Trustees unless otherwise authorized by the administration. Members, by their comments and/or actions, shall not reflect badly on the BSC, the district or the Board of Trustees. Violation of this code of conduct may result in reprimand or dismissal by the coordinator of district advisory bodies.

Section Four. Undue Advantage. BSC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the coordinator of district advisory bodies.

Article V: Co-Chairpersons

Section One. Selection. The Co-Chairpersons of the BSC shall be determined by the Board Officers from among the BSC members.

Section Two. Responsibilities. The responsibilities of the BSC Co-Chairpersons shall include:

1. Determining the agendas for regular and other plenary meetings of the BSC in consultation with the committee coordinator.
2. Presiding at all regular and other plenary meetings of the BSC, and ensuring that basic parliamentary procedure is followed.
3. Representing the BSC, and signing all letters, reports, and other communications on behalf of the BSC.
4. Presenting progress reports to the Board of Trustees.
5. Performing other responsibilities as may be prescribed by the Board of Trustees.

Section Three. Removal of Co-Chairperson. Co-chairpersons serve at the will of the Board of Trustees, and may be removed by the Board Officers with or without cause.

Article VI: Committee Coordinator

Section One. Content. Role of the Coordinator. The committee coordinator, with support provided by Chief Financial Officer and other staff shall provide ongoing support to the BSC. Responsibilities of the committee coordinator shall include, but not be limited to:

- Ensuring that adequate arrangements are made for venues for regular and other plenary meetings, as well as any subcommittee meetings;
- Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings;
- Serving as custodian of BSC records, including member attendance;
- Keeping minutes of regular and other plenary meetings;
- Ensuring that agendas and approved minutes for regular and other plenary meetings are posted in a timely manner;
- Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the BSC;
- Ensuring that new members are sufficiently oriented to service on the BSC; and
- Consulting with the coordinator of district advisory bodies as needed.

Section Two. Technical and Specialized Support. The Chief Financial Officer shall ensure that appropriate technical and specialized support, either internal or external to the district, are available to the BSC as needed.

Section Three. Website. It is the responsibility of the Department of Communications and Community Engagement to create and maintain the BSC website.

Article VII: Dissolution

Section One: Consistent with BDF (LOCAL) the committee is to be dissolved upon completion of the committee charge.

Section Two: The committee charge is considered complete and the committee shall cease to exist upon the certification of the November 8, 2022 election. The Board of Trustees may dissolve the BCS before or after the certification of the election.

Section Three: The Board of Trustees may re-authorize the committee. If the Board of Trustees opts to do so, the Board of Trustees shall establish a new dissolution date.